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Records Center

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MEMORANDUM FOR :

SUBJECT

: Progress Report for Month of August 1957

1 Attached is the Records Center monthly statistical report for the month of August 1957

2 The following summarizes the activity of the Branches during the month:

a Accessioning

The Center called upon the Logistics Office/Transportation Division on three different occasions to transfer a total of 396 cubic feet of material. In addition to this, the Records Center Couriers transported a total of 350 cubic feet of material from the Headquarters Area. The 746 cubic feet of material accessioned is equivalent to the volume of more than 93, four drawer, legal size safe cabinets, which have a replacement value of \$33,010.

During the month there were 260 new intelligence reports and 25 new or revised Administrative Issuances received and processed.

b Reference

The reference activity during the month has been normal however, there was a slight increase over the previous month.

During the month the Reference Branch inventoried and reboxed over 200 cubic feet of inactive records. This was done in order to facilitate the reference service and conserve space.

c Disposal

A total of 103 cubic feet of material was destroyed and 42 cubic feet were permanently transferred to Headquarters.

There has been an accumulation of 209 cubic feet of material in the disposal area and it is anticipated that this material will be transported [redacted] for destruction in the near future.

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d General

[redacted] are attending
the Intelligence Orientation Course at Headquarters

[redacted]

Chief, Records Center Division

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH AUGUST 1957	
I. ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	47	107	
2. RECORDS ACCESSIONED	492	1,142	29,442
3. RECORDS DISPOSED OF AT CENTER	0	83	1,753
4. RECORDS TRANSFERRED FROM CENTER	1	26	4,008
5. RECORDS HOLDINGS	23,681		
6. DISTRIBUTION MATERIAL RECEIVED	254	464	18,206
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	103	180	4,438
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	41	74	3,097
9. DISTRIBUTION MATERIAL HOLDINGS	10,641		
10. TOTAL HOLDINGS	* 35,307		
II. REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	841	1,465	45,299
12. INFORMATIONAL REQUESTS	73	120	3,248
13. INFORMATION REPORTS	205	615	
14. INTELLIGENCE REPORTS	2,580	5,127	
15. ADMINISTRATIVE ISSUANCES	1,532	2,259	
16. TOTAL	5,239	9,586	
III. DISTRIBUTION MATERIALS RECEIVED			
MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	13,009	20,430	
B. RETURNS	1,699	6,559	
18. ADMINISTRATIVE ISSUANCES	2,157	5,101	
19. TOTAL	16,865	32,090	
IV. REPRODUCTION SERVICES			
PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	442	1,909	
21. PHOTOCOPY	80	159	
22. DITTO	13	24	
23. TOTAL	535	2,092	
V. SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
24. TOTAL CAPACITY	41,220		
25. UTILIZED	35,307		
26. COMMITTED	3,880		
27. AVAILABLE	2,033		

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